

## 210 Research and report information

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### Summary

Research and report information

You will apply the following skills:

- Planning
- Researching
- Organising
- Reading
- Writing
- Using number
- Communicating
- Using technology
- Presenting information

### Performance Indicators

You will:

#### Research information

1. Confirm aims and objectives and deadlines for the information search
2. Confirm relevant sources of information
3. Search for and obtain information to meet deadlines
4. Record the information
5. Maintain a record of sources used

#### Report information

6. Organise the information in a way that will help analysis
7. If necessary, get feedback on what you have found
8. Present information in the most appropriate format, accurately and on time

### Knowledge

You will know:

1. How to research information efficiently and accurately
2. The types of information you are required to obtain
3. Why it is important to agree aims, objectives and deadlines
4. About relevant information sources and search methods
5. Why you should maintain a record of sources you have used and how to do so
6. How to organise information in a way that will help analysis
7. The different formats that may be required when reporting information